

**Ethics Agreement  
Continuing Education Option**

I, \_\_\_\_\_, present my professional plan or portfolio (underline the appropriate term) to the Education Professional Standards Board for scoring. I attest that my plan or portfolio does not violate the Professional Code of Ethics for Kentucky School Personnel, 704 KAR 20:680, Section C,

“To the Education Profession: Shall Exemplify behaviors which maintain the dignity and integrity of the profession” by submitting work that is not my original work (per attached definitions), was written or assembled through unallowable collaboration (per attached descriptors), or was an act of collusion (per attached definition.)

I understand that if a cohort leader or scoring cadre member encounters unoriginal work, unallowable collaboration, or collusion during the scoring session, scoring will cease and be investigated by the staff of the Education Professional Standards Board. If the offense is unallowable collaboration or collusion involving two or more candidates, the other candidates’ plan or portfolio scores and/or rank changes may be altered and may be referred to the Education Professional Standards Board for further investigation and action.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Continuing Education Option Ethical Guide to Portfolio Development**

Key Definitions (Source: *Merriam Webster's Collegiate Dictionary*)

**Collaborate** – Work jointly with others or together especially in an intellectual endeavor.

**Original** – Independent and creative in thought or action; not secondary, derivative, or imitative.

**Collusion** – Secret agreement or cooperation especially for an illegal or deceitful purpose

**Allowable collaboration for the purposes of the Continuing Education Option program will be:**

- Working with a study group to discuss and research educational topics;
- Receiving coaching by another educator or professional to improve teaching ability;
- Receiving knowledge, ideas, and encouragement from mentors, educational leaders, and fellow colleagues during professional growth that is properly acknowledged in artifacts and narratives;
- Dialoguing and building relationships with other colleagues and candidates;
- Working with a study group or other teachers on joint education activities in which each candidate adds a unique contribution to the project, classroom activity, or initiative;
- Submitting drafts for reviewing and critiquing by other professionals, to improve teaching or student learning, before submitting final draft;
- Working with a study group to understand the Continuing Education Option process with the end product being unique individual growth plans for all participants.

**Unallowable collaboration for the purposes of the Continuing Education Option program will be:**

- Working with a study group to work on joint educational activities that appear in multiple candidate portfolios in which the candidates do not uniquely contribute but combine efforts on one task;

- Working with a study group to write identical objectives and/or activities for the professional development plans;
- Dialoguing with other candidates for the purpose of duplicating their ideas and projects.

**Examples of original work for the purposes of the Continuing Education Option program will be:**

- Presenting artifacts and narratives that were written or created by candidate or students;
- Presenting a video that contains clips of candidate teaching performances, unique contribution to collaborative projects, and student work that results from candidate teaching;
- Referencing work from other publications, e.g. books, magazines, and websites, when used to create new learning experiences for teacher and student;

**Examples of unoriginal work for the purposes of the Continuing Education Option program will be:**

- Presenting artifacts and narratives that were written by another candidate, mentor, coach, colleagues, or educational leaders;
- Presenting work that is nearly identical to that of another candidate or has been copied from another candidate, or work that has been previously submitted. (Work here includes but is not limited to: the professional development plan, narrative pieces, reflective journal, video, or portfolio artifacts.);
- Presenting work from other publications, e.g., books, magazines, and websites as one's own without properly citing the source;

**Examples of collusion for the purposes of the Continuing Education Option program will be:**

- Knowingly presenting a previously submitted portfolio or pieces of the portfolio as original work;
- Purchasing a portfolio or pieces of a previously submitted portfolio;